

This replaces the previous RFQ DHS Admin 09-99022

New Due Date 5:00 P.M. Tuesday, December 9th, 2008

Based on a number of questions and comments made during the pre-bid conference call and questions that were submitted via e-mail, we are amending certain sections of the RFQ. Because this is a pilot project and much of the work is in its infancy, the RFQ included many separate pieces that may be difficult to accomplish given the available funding. For this reason, we are amending certain sections to provide bidders with additional options such as video conferencing, webinars and other training and technical assistance venues other than in person site visits and training activities. This is reflected in services 2 through 5.

Service #1 of 5 has also been amended and deletes letter b. in its entirety.

In addition, we have substantially changed Service #5 of 5. Given that the Healthy Marriage and Relationship program is modeled on a national program, there is less urgency in completing all of the tasks in the original RFQ.

The changes in the RFQ are in bold.

Also, because of the changes we are making, the due date has been extended to December 9th, which will also change the contract start and end dates as follows:

Contract period: February 1, 2009 to January 31st 2011.

**RFQ Pre-Bid Questions and Answers for RFQ DHS Admin09-99022
11-20-08**

Q1. Is this an existing program and is there an incumbent firm that is doing this work?

A. This RFQ is for new comprehensive activities for a number of program areas. There are currently no contractors doing this level of work.

Q2. Will you be listing in the written Q&A the successful recipients of the new awards or pilot projects?

A. Yes. We will provide a list of all existing and proposed projects for the PFPP, Responsible Fatherhood and Healthy Co-Parenting Supervised Visitation Program, MPRI program, and Healthy Marriage and Relationship Program delineating which ones are in place and which ones are not, and the counties they serve. See attached list.

Q3. All other things being equal, is this bid subject to a Buy Michigan First policy, meaning that a Michigan bidder would be given preference?

A. The Buy Michigan First policy applies if the top bidders have a tied high score. In that case, the bid would go to a Michigan based bidder.

Q4. Of the \$100,000 per year, is \$10,000 of that set aside for travel?

A. That is correct. Given the requirements of this grant, there will be a fair amount of travel required. All travel costs must meet state approved travel rates. For Travel rates see:

http://www.michigan.gov/documents/dmb/TravelRatesOct2008_250714_7.pdf

Q5. Could you provide a little more detail on project coordination and oversight as delineated on page 6, Paragraph D?

A. Many aspects of this project will involve frequent contact, monitoring and oversight of the DHS Project Manager and the successful bidder.

Q6. On page 13, number A.7 where it says a minimum of one site visit in year one to each of the pilot projects, would this bid be based on a site visit to the two existing programs?

A. The section in the RFQ that this question is referring to has been amended to allow for other mechanisms for working with the funded projects, ie, conference calls, video conferencing, webinars, etc. That being said the question seemed to be asking whether the contractor would have to work with any additional grantees

- if new projects are funded and the answer is yes they will. The contractor will be required to work with all of the grantees that receive funding.
- Q7. With respect to the Michigan Think Tank, do you see that as a one-time event or as an ongoing series to be a resource to families and children?
- A. This section was deleted from the proposal as it is a lower priority.
- Q8. Are you only looking at the experience of the firm that is the applicant, or will you take into consideration the experience of staff before they joined the firm and of subcontractors?
- A. Experience is absolutely critical, and we will be looking at the totality of the circumstances – including firm experience, relevant staff experience, and any subcontractor experience.
- Q9. The provision to account only for time around the Michigan Think Tank, how will other costs of the Think Tank be dealt with?
- A. This section has been deleted from the RFQ.
- Q10. On page 9, it mentions incorporating cultural competency. Do you have specific cultural groups in Michigan that you think are core to serving fathers and families in Michigan?
- A. It is up to bidders to determine how this will be addressed. A list of all projects and the counties they serve is attached. Some of the projects have not been bid yet. The counties identified for the projects not yet bid could change if there are no bidders from the identified counties. However, one of the purposes of the services described in this RFQ is to develop policies and implementation plans that can be replicated and implemented anywhere in the state. Demographic information about the State of Michigan and the counties can be found at <http://quickfacts.census.gov/qfd/states/26000.html>
- Q11. Regarding number 6 on page 11, with the site visits twice a year in PFPP, are you wanting us to convene all 14 providers twice in one year?
- A. This expectation has been amended in the RFQ. It would be unrealistic and expensive to have the applicant visit every site in one year. The intent is to coordinate any site visits to make it as cost effective and efficient as possible. As we mentioned in the conference call, PFPP providers currently meet twice a year which could be a possible time for the contractor to meet with PFPP grantees.
- Q12. Do all of the groups come together in annual meetings like the PFPP or with the PFPP?

- A. The other programs are just beginning, they do not have meetings set up, and they would not be all meeting together but would be having their project meetings separate from the PFPP providers.

DHS/MDVPTB plans to work closely with the contractor to plan these meetings, to minimize the amount of travel that needs to be done, and to find low-cost or no-cost venues for the meetings.

- Q13. What are the meeting expectations for the other service areas, ie. Services 3-5.

- A. We expect there will be 1-2 meetings per program service area per year in which each group may be meeting at one location. This is subject to change depending on time and resources.

- Q14. We have a question regarding the number of site visits to programs during the first year. Our understanding is that it includes:

2 centrally located site visits for Proud Fathers Proud Parents	Total 2
1 site visit at each RFHCP -- Supervised Visitation Setting	Total 2-3
1 site visit at each RFHCP -- Prisoner Reentry Program	Total 3-4
1 site visit at each HMRP -- Kent County and one other	Total 1-2
Total site visits 8-11	

In addition the contractor would attend one MDVPTB meeting.
Is that correct?

- A. The sections of the RFQ that include the site visit expectations have been amended to include other options such as conference calls, video conferencing, webinars and on-site in person meetings to allow flexibility and to facilitate an efficient use of time and the available travel set aside. There is a \$10,000 set aside for travel related expenses which can be used for the purpose of travel to the meetings. Bidders should provide a plan that includes these expectations. At a minimum the contractor must attend one MDVPTB meeting.

- Q14. Is there a requirement that the Responsible Fatherhood and Healthy Co-parenting programs meet annually?

- A. There is an expectation in the Responsible Fatherhood and Healthy Co-Parenting Supervised Visitation program for grantees to participate in meetings and training opportunities and to set aside a portion of their budget for such purposes. A specific number of meetings has not yet been determined. The MPRI and the Healthy Marriage and Relationship projects will have a similar requirement.

- Q15. In the description of services, Service #2 of 5, a.5 on page 11, what type of comprehensive research is expected, ie. scientific, qualitative, etc?

- A. The RFQ does not prescribe the specific type of research. The goal of this service is to develop recommendations for the MDVPTB on core principles for program planning, development, and implementation of the PFPP program and recommendations for changes and improvements to existing practice. Bidders should consider their options and propose research activities based on the resources available.
- Q16. Is this supposed to be an hourly rate contract for the \$90,000, and, if so, is someone going to be tracking our hours.
- A. Yes, this is an hourly/unit rate contract. Bidders should provide in their proposal an hourly rate, the total number of hours per year, and the total contract amount up to the total available of \$90,000. This was amended in the revised RFQ. Providers will be responsible for tracking their time on this project and submitting monthly reimbursement requests and supporting documentation to DHS.
- Q17. Is there a target number of hours that you would like to see a contractor working on or a number that DHS thinks is appropriate?
- A. The only minimum expected number of hours in the RFQ is defined in service #1a. on page 9 of the RFQ which is 100 hours. We believe that this project will require a significant amount of time, but we do not specify how many hours per week or per year that we expect the successful applicant to put into the project.
- Q18. I am familiar with parenting programs for fathers that are culturally specific, but haven't found anything on the PFPP curriculum – is it an option for us to propose another curriculum?
- A. The PFPP program for the FY09 contracts currently uses the Nurturing Fathers and Nurturing Parents curriculum. We are open to bidders researching aspects of other relevant curricula.
- Q19. Do the 14 current Proud Father Proud Parent programs use the same curriculum and overall program structure/policies/procedures/forms/ etc, or is each program completely distinct?
- A. Yes, all 14 PFPP projects use the Nurturing Fathers and Nurturing Parents curriculum currently and utilize the same curricula, policies, structure and procedures.
- Q20. What is the current geographic and demographic makeup of the sites that are selected?
- A. Please see the attached list of providers and the counties they serve as well as the proposed service areas for projects that have not yet been awarded. Please note

that one of the purposes of the services described in this RFQ is to develop policies and implementation plans that can be replicated and implemented anywhere in the state.

Q21. Can any of the funding be used for administrative expenses?

A. All costs must be captured in the hourly rate. No additional funding will be available for administrative costs.

Q22. If \$10,000 is set aside for travel expenses, is \$90,000 per 12 month period, the maximum amount available?

A. Yes.

Additional Information

Because there are a number of potential bidders who have expressed an interest in applying for this funding, please e-mail Michelle Bynum at Bynumm2@michigan.gov to indicate your intent to apply. This is a non-binding intent to apply but it will assist our office in determining the number of raters we need to secure for timely review and processing of the applications.

Proud Father Proud Parent Contract Agencies All Contracts are active	Counties Served*
Capital Area Community Services Head Start	Clinton Ingham Eaton Shiawassee Ionia Gratiot Montcalm Isabella
Community Action Agency	Jackson Hillsdale Lenawee
Detroit Parent Network	Wayne
Don Bosco Hall	Wayne
El Shaddai Counseling & Consultation Services	Monroe Washtenaw
Family & Children's Services	Calhoun
Genesee Intermediate School District Health, Safety, and Nutrition Services	Genesee Lapeer Tuscola
Salvation Army Booth Family Services	Kent Newaygo
Spectrum Child & Family Services	Wayne Oakland Macomb Livingston
St. Vincent Catholic Charities	Ingham
Student Advocacy Center	Washtenaw
United Methodist Community House	Kent Ottawa Muskegon Kalamazoo Allegan
Women's Resource Center of Livingston County	Livingston

* Counties Served means the counties in which services are provided but may not include all the counties in which participants are recruited from.

Responsible Fatherhood and Healthy Co-parenting Supervised Visitation Contract List FY 09	Counties served	Contract Status
YWCA West Central Michigan	Kent	Pending, Nov. 1 start date
Underground Railroad, Inc.	Saginaw	Pending, Nov. 1 start date
Not yet determined	Southeast Michigan Metro Area including Wayne, Oakland, Washtenaw, Livingston, and Macomb Counties	Estimated March 1 st start date

MPRI Responsible Fatherhood and Healthy Co-parenting Contract List FY 09	Anticipated Counties served	Contract Status
Not yet determined Prison located in Ionia County	Kent	Estimated March 1 st Start date
Not yet determined Prison located in Tuscola County	Tuscola and Wayne	Estimated March 1 st Start date
Not yet determined Prison located in Grand Traverse County	10 county area in Northwest Michigan	Estimated March 1 st Start date
Not yet determined Prison located in Muskegon County	Muskegon	Estimated March 1 st Start date

Healthy Marriage and Relationships Program	Counties served	Contract Status
Pine Rest Christian Mental Health Services	Kent County	Active
Not yet determined	Berrien County	Estimated February 1 st Start date
Not yet determined	Wayne County	Estimated February 1 st Start date
Not yet determined	Genesee County	Estimated February 1 st Start date

RFQ NOTIFICATION SHEET
Contracts and Rate Setting Division

State of Michigan
Department of Human Services

Notice of a request for quotations is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

Amount: Total amount for 3 year award is \$300,000. Up to \$100,000 per year.	ITB Number DHS Admin 09-99022
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Service Title: Program Planning, development, training, technical assistance, and evaluation of the DHS responsible fatherhood and healthy co-parenting programs

Bid Description:

This is a Request for Quote (RFQ) for Program Planning, Development, Training, Technical Assistance and evaluation for the Michigan Domestic Violence Prevention and Treatment Board (MDVPTB) Responsible Fatherhood and Healthy Co-Parenting Program. This statewide effort is designed to enhance the implementation and promote the improvement of the services available to agencies that provide services to fathers and families. This is a formal request to prospective bidders to solicit bids or price quotations. Bidders must submit written proposals according to the instructions contained within this document, discussing how they will meet the specific requirements.

Due Date For Response:

5:00 p.m. Tuesday, December 9, 2008

Contact Person Name:

Michelle Bynum

Phone #:

(517) 241-5220

E-Mail Address:

Bynumm2@michigan.gov

REQUEST FOR QUOTE (RFQ)
Cover Sheet
Michigan Department of Human Services (DHS)

Contract/RFQ Number: **Admin-09-99022**

Bid Submission Due Date & Time: **5:00 p.m. Tuesday December 9th, 2008**

Geographic Area to be Served: **statewide**

Service Titles: **Program Planning and Development**
Training
Technical assistance
Evaluation

Anticipated Contract Begin and End Dates: **February 1, 2009 through January 31, 2011**

Maximum Annual Contact Amount: \$ **100,000 maximum** per year. \$10,000 a year may be set aside for travel related expenses.
Total 3 year contract amount of \$300,000

Issuing Office: Department of Human Services **Michigan Domestic Violence Prevention and Treatment Board (MDVPTB)**

Contact Person: **Michelle Bynum**

Telephone #: **517-241-5220** Fax #: **517-241-8903**

Email Address: **Bynumm2@michigan.gov**

Interested bidders may participate in a pre-bid conference call on Monday, November 17th, 2008 from 1:00 p.m. to 2:00 p.m. EST. If interested, please RSVP for the conference call by e-mailing bynumm2@michigan.gov. Bidders will be notified by e-mail the conference call-in information.

Pre-proposal Conference: (Date, time, location)

Bidder Questions Due Date & Time: **Noon, Wednesday, November 19th, 2008**

Submit 7 copies of the bid response to this address:

MDVPTB

DHS Office

235 South Grand Avenue, Suite 506

Street Address

Lansing

MI

48909

City

State

Zip

Bidders must submit any **questions** regarding the content of this RFQ by email, fax, or surface mail. DHS staff are not allowed to respond to questions (regarding the content of the RFQ) that are telephoned in. Questions may be discussed verbally at the preproposal conference, if one is scheduled. DHS will compile all written questions and answers from the preproposal conference as well as written questions and post these as well as any other clarifications or revisions to the initial RFQ onto the DHS RFQ website. Interested bidders are advised to monitor the website on a daily basis.

Bidders must submit all **bid responses** either in person or by surface mail. Bid responses which are faxed or emailed will not be considered for award.

Bid responses that exceed the maximum annual dollar amount indicated for the RFQ will not be considered for award.

The established price per unit of service will be in effect for the entire period of the contract.

To be considered, bid responses must arrive at the Issuing Office on or before the date and time specified above. Bidders mailing bid responses should allow normal delivery time to ensure timely receipt of their bid responses.

Awards made as a result of this RFQ will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All bid responses will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by DHS, at its discretion, to determine the bidder's fiscal viability. DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts.

Authority:	P.A. 2080 of 1939.	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, sexual orientation, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
Completion:	Mandatory.	
Penalty:	Contract Invalid	

BIDDER OVERVIEW

This Request for Quote (RFQ) package contains the following elements:

1. Cover Sheet
2. Description of Services for Bidder Response
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation

Description of Services for Bidder Response

I. CONTRACTOR RESPONSIBILITIES

A. Geographic Area

The Contractor shall provide services described herein in the following geographic area: Statewide.

B. Location of Services to be Delivered

The Contractor shall provide services described herein in facilities located at:

The contractors location, the DHS central office in Lansing, and other sites to be determined by the contractor and the MDVPTB project manager.

C. Credentials and Employee Clearances

The Contractor shall assure that appropriately credentialed or trained staff and consultants shall perform functions under this Agreement.

The contractor shall ensure that key personnel clearly possess the following:

1. Demonstrated in-depth knowledge of the issues of violence against women (domestic violence sexual assault, stalking, dating violence) and children, fathering after violence, responsible fatherhood, healthy co-parenting, prisoner re-entry, batterers intervention treatment, supervised visitation, training development and implementation, and program development and implementation.
2. Demonstrated knowledge of the unique set of individuals and organizations that provide technical assistance and information on domestic violence, supervised visitation, responsible fatherhood and healthy co-parenting, fathering after violence, batterer intervention including organizations such as the Office on Violence Against Women, and the Family Violence Prevention Fund.
3. Demonstrated knowledge of and experience in working with the key customers. Key customers include those in the fields of domestic violence, supervised visitation, responsible fatherhood and healthy co-parenting, fathering after violence, batterer intervention, and state and local corrections agencies.
4. Demonstrated ability to develop and implement surveys related to fathering after violence, prisoner re-entry, domestic violence, and /or other similar services.

5. Demonstrated ability to develop and evaluate training curriculum and training products and implement training activities.
6. Demonstrated capacity acting in a consulting role in program and project development.
7. Demonstrated ability to develop and perform formalized research and evidence based evaluations of related programs and publish documents related to such research. Related programs include fathering after violence, domestic violence, batterer intervention, and/or prisoner re-entry.

D. Project Coordination and Oversight

The contractor shall:

Designate a Project Coordinator who is responsible for day-to-day management of all activities associated with managing this project. Responsible for ensuring that activities, services, reports, and training events are completed with quality and on time. The Project Manager is also responsible for developing and managing the quality assurance and evaluation activities associated with the project.

The Contractor will carry out this project under the direction and control of the Michigan Department of Human Services, Michigan Domestic Violence Prevention and Treatment Board (hereinafter referred to as MDHS-MDVPTB).

Although there will be continuous liaison with the Contractor, MDVPTB's Executive Director and / or Project Manager will meet at least quarterly with the Contractor's project manager either in person or by phone to review progress and provide necessary guidance to the Contractor in solving problems that arise.

E. Services to be Delivered

Program Overview

The MDVPTB administratively housed within the Department of Human Services is legally mandated through its enabling legislation to provide training and technical assistance to its service providers, make information about the issue of domestic violence available to the public and organizations that work with domestic violence victims, and provide educational/informational programs about domestic violence to the public. The MDVPTB works with state and local partners to improve state and community responses to domestic violence, sexual assault, stalking and dating violence by identifying and advocating approaches that enhance victim safety and hold perpetrators accountable for their criminal behavior. Local and state partners include domestic violence service providers, sexual assault service providers, criminal and civil justice system agencies, child welfare, health and medical systems, batterer intervention programs and other human service systems.

The activities and services provided for through this RFQ must be consistent with the MDVPTB's mission and philosophy as follows:

Mission: To lead statewide efforts to eliminate domestic and sexual violence in Michigan.

Philosophy: Domestic Violence is rooted in an antiquated, sexist social structure that produces profound inequities in the distribution of power and resources, in the roles and relationships between men, women, and children in families, and has devastating effects on victims, their children, and the entire society. It is criminal conduct that cannot be tolerated. A comprehensive community response to domestic violence through education, advocacy, and appropriate intervention is necessary to bring about change and end the violence. Battering stops only when assailants are held accountable for their abuse.

The MDVPTB is currently expanding and implementing new projects as part of the Michigan Responsible Fatherhood and Healthy Marriage/Co-Parenting Initiative. The Responsible Fatherhood and Healthy Co-Parenting Program provides an opportunity for Michigan to develop programs to work with custodial and non-custodial fathers on enhancing the capacity for men to be better fathers and better co-parents and increasing their awareness about the effects of domestic violence and child abuse on families and children. The overriding goals are to increase fathers' capacity to contribute to the healthy development of their children through parenting and co-parenting, while enhancing and maintaining the safety and well-being of their children and their children's mother. This program furthers the Department's mission to support and strengthen healthy relations between parents and their children. Programs also focus on enhancing a father's coping and decision making strategies, capacity to understand their children's needs, and strengthen the bond between parent and child, thus increasing their capacity to be healthy fathers and co-parents. Funding for this initiative is supported by federal TANF dollars for the Michigan Fatherhood and Healthy Marriage Initiative. The initiative is made up of a number of separate projects including:

- The Responsible Fatherhood and Healthy Co-Parenting Program in a supervised visitation setting.
- The Michigan Prisoner Re-entry Initiative (MPRI) Responsible Fatherhood and Healthy Co-Parenting Program.
- The Proud Father Proud Parent Program
- The Healthy Marriage and Relationships Program
- Statewide training efforts

The target population for projects within this initiative include; parents, parents to be, intimate partner couples, pre-marriage couples, fathers, fathers to be, fathers court ordered to supervised visitation, and fathers currently in prison.

The MDVPTB seeks to create a model for engaging in responsible fatherhood and healthy co-parenting programming by implementing and/or adapting current practice to incorporate a strong focus on strengthening the healthy bonds and relationships between fathers and their children, enhancing the capacity for men to be better fathers and better co-parents,

decreasing the likelihood of domestic violence, and increasing the awareness about the effects of domestic violence and child abuse on children. This RFQ is seeking assistance from entities who have expertise in developing the many projects associated with this Initiative.

The contractor shall:

1. Provide technical assistance and consultation to the DHS/MDVPTB staff for overall program planning, development, implementation, and evaluation of the Responsible Fathering and Healthy Marriage/Co-Parenting Program (RFHMCP).
2. Provide training, technical assistance, and consultation as requested to MDVPTB Board members, MDVPTB staff, DHS staff, Department of Corrections (DOC) staff, other State agency staff, and identified project partners.
3. **Deleted**
4. Attend one MDVPTB meeting in Michigan each year to provide an update to MDVPTB staff and Board members on the progress of each grant initiative and the status of all TA activities
5. Conduct a program evaluation of the existing Michigan Proud Father Proud Parent program including all curriculum, policies, procedures, and staff training activities.
6. Develop the core principles for program planning, development, and implementation for the Responsible Fatherhood and Healthy Co-Parenting - Supervised Visitation Grant Program.
7. Develop the core principles for program planning, development, and implementation for the Michigan Prisoner Re-entry Initiative (MPRI) Responsible Fatherhood and Healthy Co-Parenting Program.
8. Develop the core principles for program planning, development, and implementation for the Healthy Marriage and Healthy Relationships Program.

The following is an analysis of the major tasks involved for developing the end product of this project. The Contractor is not, however, constrained from supplementing this listing with additional steps, sub-tasks or elements deemed necessary to permit the development of alternative approaches or the application of proprietary analytical techniques.

Contractor must provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

Service #1 of 5: Program Planning and Development

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Provide training, technical assistance, and consultation as requested to MDVPTB Board members, MDVPTB staff, DHS staff, Department of Corrections (DOC) staff, other State agency staff, and identified project partners minimally 100 hours per year over the phone, in person and via e-mail. Training and technical assistance duties include responding to telephone or email inquiries and conducting training sessions in Michigan as requested and approved by the DHS, MDVPTB. Training includes preparation of content and materials, as well as conducting the training, which may occur at the requesting agency site, at a State location or by telephone session. Contractor must be available to receive telephone and email inquiries Monday – Friday, 8:00 am to 5:00 pm EST. Topics for training will include:
 - a. Incorporation of cultural competency into responsible and involved fathering and healthy co-parenting programs,
 - b. Incorporation of domestic violence and batterer intervention services into RFHCP programs,
 - c. The intersection of family violence, responsible fathering, healthy co-parenting, supervised visitation, and prisoner re-entry and family reunification.
- b. **Deleted**
- c. Attend one MDVPTB staff or Board meeting each year to provide an update on the progress of each grant initiative and the status of all technical assistance activities. The location and time of meetings may vary, however they are generally held quarterly in the Lansing area.

Service #2 of 5: Proud Father Proud Parent Grant Program Evaluation

1. Activities the Contractor shall perform services under the following program area: The Proud Father Proud Parent (PFPP) Grant Program is a curriculum based project which currently has 14 organizations and agencies that deliver specific male parenting services as well as specific services that are designed to strengthen co-parenting efforts.

The Contractor shall:

- a. Conduct a program evaluation of the existing Proud Father Proud Parent program including all curriculum, policies, procedures, and staff training activities. The evaluation will result in developing recommendations for implementing and/or adapting current practice

to incorporate a strong focus on strengthening the healthy bonds and relationships between fathers and their children, enhancing the capacity for men to be better fathers and better co-parents and increasing their awareness about the effects of domestic violence and child abuse on children. The timeline for this activity should be within 4 months of contract start date. The evaluation should consist of the following:

1. a curriculum content review;
 2. a review of existing policy and procedures at both the state administrative office level as well as the local program level;
 3. conducting formalized interviews to assess needs/requests for specialized information and services;
 4. review training components and requirements for PFPP grantees and staff;
 5. conducting comprehensive research on model programs for responsible fatherhood and healthy co-parenting that addresses the intersection between fatherhood programming and domestic violence, responsible fatherhood, supervised visitation, batterers intervention, prisoner re-entry, and healthy co-parenting; and evaluating the PFPP program for incorporation of cultural competency into responsible and involved fathering and healthy co-parenting programs.
 6. **meet with the existing Michigan PFPP grantees at least twice per year to gather information for the program evaluation. Meetings may be accomplished in a number of ways including in person, on-site, via conference calls, webinars, or video conferencing. The estimated time per meeting varies but includes preparation as well as the meeting itself. Preparation includes copying materials, reviewing previous reports on the site, and verifying current policy procedures. The actual meetings may include travel to the site, interview time, a walk through of the facility if applicable, data verification, preparation of a meeting report, and follow-up on questions not answered at the time of the meeting. A meeting report must be submitted to the MDVPTB project manager within four (4) weeks after each meeting.**
- b. Utilize information gathered in the program evaluation components above to take recommendations to the MDVPTB on core principles for program planning, development, and implementation of the PFPP Program and changes and improvements to existing practice.

Provide these recommendations to the MDVPTB within 6 months of contract start date.

- c. Following the approval of suggested recommendations, the Contractor shall develop an implementation plan in collaboration with MDVPTB. Each implementation plan should include a monitoring process or mechanism to monitor and improve the quality of the implementation efforts. Once the implementation plans are approved by the Department, the Contractor shall provide the MDVPTB technical assistance, consultation and feedback during the implementation process. The targeted completion date for implementing all approved recommendations is within 3 years of the contract start date.
- d. As changes to the PFPP program are implemented, develop and provide training for MDVPTB PFPP grantees to understand the new requirements, and to underscore the changes and importance of the intersection of family violence, responsible fathering, and healthy co-parenting.
- e. Develop new performance measures based on the changes to the PFPP program and train Grantees on their use and data collection. Collect and analyze data collected from new performance measures.

Service #3 of 5: The Responsible Fatherhood and Healthy Co-Parenting
- Supervised Visitation Grant Program

1. Activities the Contractor shall perform services under the following program area: The Responsible Fatherhood and Healthy Co-Parenting - Supervised Visitation (RFHCP) Grant Program is a three year pilot project that will be implemented in 3 pre-selected communities in Michigan. These pilot projects will begin in the fall of 2008. This program will provide an opportunity for communities to strengthen healthy bonds and relationships between fathers and their children involved in a supervised visitation setting. The pilot communities include Kent County, Saginaw County and one additional area yet to be determined.

The Contractor shall:

- a. Develop the core principles for program planning, development, and implementation for the Responsible Fatherhood and Healthy Co-Parenting - Supervised Visitation Grant Program. The core principles should include recommendations for incorporating a strong focus on strengthening the healthy bonds and relationships between fathers

and their children, enhancing the capacity for men to be better fathers and better co-parents and increasing their awareness about the effects of domestic violence and child abuse on children. Activities should include:

1. review and assess current policies and practice using those principles;
 2. review of the **3** projects selected through the bid process;
 3. developing training components and requirements for grantees and staff;
 4. conducting comprehensive research on model programs for responsible fatherhood and healthy co-parenting that addresses the intersection of fatherhood programming and domestic violence, responsible fatherhood, supervised visitation, batterers intervention, prisoner re-entry, and healthy co-parenting;
 5. evaluating the RFHCP program for incorporation of cultural competency into responsible and involved fathering and healthy co-parenting programs;
 6. provide an issue brief or white paper within 2 months of the contract start date that defines proposed core principles for MDVPTB to review and approve, and
 7. **meet with the 3 existing pilot project grantees at least once per year to gather information for the program review. Meetings may be accomplished in a number of ways including in person, on-site, via conference calls, webinars, or video conferencing. The estimated time per meeting varies but includes preparation as well as the meeting itself. Preparation includes copying materials, reviewing previous reports on the site, and verifying current policy procedures. The actual meetings may include travel to the site, interview time, a walk through of the facility if applicable, data verification, preparation of a meeting report, and follow-up on questions not answered at the time of the meeting. A meeting report must be submitted to the MDVPTB project manager within four (4) weeks after each meeting.**
- b. Following the analysis of existing policies and site visits, make recommendations to the MDVPTB on core principles for program planning, development, and implementation of the RFHCP Program and changes and improvements to existing practice. A final report of recommendations should be provided to the MDVPTB within one year of contract start date.

- c. Following the approval of suggested recommendations, the Contract shall develop implementation plans in collaboration with MDVPTB. Each implementation plan should include a monitoring process or mechanism to monitor and improve the quality of the implementation efforts. Once the implementation plans are approved by the Department, the Contractor shall provide the MDVPTB technical assistance, consultation and feedback during the implementation process. The targeted completion date for implementing all approved recommendations is within 3 years of the contract start date.
- d. Develop and provide training for MDVPTB RFHCP grantees to understand the new requirements, and to underscore the changes and importance of the intersection of family violence, responsible fathering, and healthy co-parenting.
- e. Develop performance measures as needed and appropriate for the Responsible Fatherhood and Healthy Co-Parenting (RFHCP) program and train grantees on their use and data collection. Collect and analyze data collected from performance measures.
- f. Review the yearly grantee implementation plans and provide recommendations to the MDVPTB.
- g. Provide updated information to grantees of grant opportunities, evidence-based programs and information and resources related to responsible fatherhood and healthy co-parenting.

Service #4 of 5: The Michigan Prisoner Re-entry Initiative (MPRI) Responsible Fatherhood and Healthy Co-Parenting Program

- 1. Activities the Contractor shall perform services under the following program area: The Michigan Prisoner Re-entry Initiative (MPRI) Responsible Fatherhood and Healthy Co-Parenting Program is a three year pilot project that will be implemented in 4 pre-selected communities in Michigan and will begin in the winter of 2009. The communities selected for this pilot are based on the MPRI projects at 4 prisons including Pugsley Correctional Facility (MPF) in Grand Traverse County, Muskegon Correctional Facility (MCF) in Muskegon County, Bellamy Creek Correctional Facility (IBC) in Ionia County, and the Tuscola Residential Re-Entry Center in Tuscola County. This program will provide an opportunity for the Michigan Department of Corrections and the Michigan Prisoner Re-Entry Initiative communities to strengthen healthy bonds and relationships between fathers and their children for fathers who are incarcerated and will be returning to the community.

The Contractor shall:

- a. Develop the core principles for program planning, development, and implementation for the Michigan Prisoner Re-entry Initiative (MPRI) Responsible Fatherhood and Healthy Co-Parenting Program. The core principles should include recommendations for incorporating a strong focus on strengthening the healthy bonds and relationships between fathers and their children, enhancing the capacity for men to be better fathers and better co-parents and increasing their awareness about the effects of domestic violence and child abuse on children. Activities in this deliverable should include:
 1. review and assess current policies and practice using those principles;
 2. review of the projects selected through the DHS bid process;
 3. developing training components and requirements for grantees and staff;
 4. conducting comprehensive research on model programs for responsible fatherhood and healthy co-parenting that addresses the intersection of fatherhood programming and domestic violence, responsible fatherhood, supervised visitation, batterers intervention, prisoner re-entry, and healthy co-parenting;
 5. evaluating the MPRI program for incorporation of cultural competency into responsible and involved fathering and healthy co-parenting programs; and
 6. **meet with the 4 pilot project grantees at least once per year to gather information for the program review. Meetings may be accomplished in a number of ways including in person, on-site, via conference calls, webinars, or video conferencing. The estimated time per meeting varies but includes preparation as well as the meeting itself. Preparation includes copying materials, reviewing previous reports on the site, and verifying current policy procedures. The actual meetings may include travel to the site, interview time, a walk through of the facility if applicable, data verification, preparation of a meeting report, and follow-up on questions not answered at the time of the meeting. A meeting report must be submitted to the MDVPTB project manager within four (4) weeks after each meeting.**
- b. Following the analysis of existing policies and site visits, make recommendations to the MDVPTB on core principles for program planning, development, and implementation of the MPRI Program and changes and improvements to existing practice. A final report of recommendations should be provided to the MDVPTB within one year of contract start date.

- c. Following the approval of suggested recommendations, the Contract shall develop implementation plans in collaboration with MDVPTB. Each implementation plan should include a monitoring process or mechanism to monitor and improve the quality of the implementation efforts. Once the implementation plans are approved by the Department, the Contractor shall provide the MDVPTB technical assistance, consultation and feedback during the implementation process. The targeted completion date for implementing all approved recommendations is within 3 years of the contract start date.
- d. Develop and provide training for MDVPTB MPRI grantees and related prison and community partners on the intersection of family violence, responsible fathering, batterer intervention, and healthy co-parenting.
- e. Develop performance measures for the MPRI program and train grantees on their use and data collection as needed. Collect and analyze data collected from performance measures.
- f. Review the yearly grantee implementation plans and provide recommendations to the MDVPTB.
- g. Provide updated information to grantees of grant opportunities, evidence-based programs and information and resources related to responsible fatherhood, healthy co-parenting, batterer intervention, and prisoner re-entry.

Service #5 of 5: The Healthy Marriage and Relationships Program

1. **Activities the Contractor shall perform services under the following program area: The Healthy Marriage and Relationships Program (HMRP) currently consists of one program in Kent County but will be expanded to up to 3 additional Counties in FY09. The project will begin a new 3 year contract starting in FY 2009. HMRP provides services for parents, parents to be, intimate partner couples, or pre-marriage couples which includes mentoring, support groups, parent-child activities, parenting classes, assessment and referral to other community resources.**

The Contractor shall:

- a. **Review the existing Healthy Marriage and Relationships Program and provide technical assistance and training as requested for incorporating a strong focus on strengthening the healthy bonds and relationships between fathers and their children, enhancing the capacity for men to be better fathers and better co-parents and increasing their awareness about the effects of domestic violence**

and child abuse on children. Activities in this deliverable should include:

- 1. Evaluating the HMRP program for incorporation of cultural competency into responsible and involved fathering and healthy co-parenting programs.**
- 2. Meet with the 3-4 project grantees at least once per year to gather information for the program review. Meetings may be accomplished in a number of ways including in person, on-site, via conference calls, webinars, or video conferencing. The estimated time per meeting varies but includes preparation as well as the meeting itself. Preparation includes copying materials, reviewing previous reports on the site, and verifying current policy procedures. The actual meetings may include travel to the site, interview time, a walk through of the facility if applicable, data verification, preparation of a meeting report, and follow-up on questions not answered at the time of the meeting. A meeting report must be submitted to the MDVPTB project manager within four (4) weeks after each meeting.**
- 3. Develop and provide training for MDVPTB HMRP grantees and related community partners on the intersection of family violence, responsible fathering, batterer intervention, and healthy co-parenting.**

REQUEST FOR QUOTE - RATING CRITERIA

	<u>SCORE</u>
I. Bidder's Experience/Qualifications	45 points
II. Program Implementation (Work Plan)	45 points
III. Availability/Accessibility	10 points
<hr/>	
Total points available:	100points

Category I. Bidder's Experience /Qualifications (45 points)

1. Does the bidder clearly describe their experience providing these or similar services including:

- Dates and duration of service provided.
- Description of service(s) provided.
- Documentation of successful outcomes as a result of services provided.

Considerations:

- Does the bidder demonstrate experience, expertise, and capacity to provide technical assistance, and program planning, and evaluation services in the areas of fathering after violence, responsible fatherhood, batterer intervention services, supervised visitation, prisoner re-entry, and domestic violence and the capacity to implement the project?
- Does the bidder clearly identify the project partners / subcontractors and clearly describes their respective roles and responsibilities?

2. Does the bidder provide examples of successful collaborations with other relevant organizations and systems working in the fields of domestic violence, batterer intervention, fathering after violence, batterer intervention treatment, prisoner re-entry, healthy co-parenting?

3. Does the bidder clearly describe their experience and in-depth knowledge of the issues of violence against women (domestic violence sexual assault, stalking, dating violence) and children, fathering after violence, responsible fatherhood, healthy co-parenting, prisoner re-entry, batterers intervention treatment, supervised visitation, training development and implementation, and program development and implementation?

4. Does the bidder clearly describe a knowledge of the unique set of individuals and organizations that provide technical assistance and information on domestic violence, supervised visitation, responsible fatherhood and healthy co-parenting, fathering after violence, batterer intervention including organizations such as the Office on Violence Against Women, and the Family Violence Prevention Fund?

5. Does the bidder clearly describe a knowledge of and experience in working with the key customers?
6. Does the bidder clearly demonstrate an ability to develop and implement surveys related to fathering after violence, prisoner re-entry, and domestic violence?
7. Does the bidder clearly demonstrate the ability to develop and evaluate training curriculum and training products and implement training activities?
8. Does the bidder clearly demonstrate the capacity acting in a consulting role in program and project development?
9. Does the bidder clearly demonstrate the ability to develop and perform formalized research, evidence based evaluations of related programs including fathering after violence, domestic violence, batterer intervention, and prisoner re-entry, and publish documents related to such research?
10. Additional documentation and Comments: Does the bidder include any other relevant information pertinent to the RFQ?
11. Does the bidder demonstrate an equal commitment to both responsible fathering / healthy co-parenting and domestic violence?

Category II. Program Implementation (Work Plan) (45 points)

1. Does the bidder clearly describe in detail how they will implement each of the 5 service areas described in the RFQ?

Considerations:

Work Plan

Does the implementation plan Include a description of the activities to be provided, the strategy to accomplish the activities described, and the timeline for activities? For evaluation components does the bidder provide examples of data elements or items to be measured?

- Does the bidder Include evidence of their ability to meet time frames required in the RFQ?
- Does the bidder include a program flow chart?

Program Implementation

- Does the bidder describe how long it will be before they will be able to begin to provide service once a contract has been awarded?
- Does the bidder describe the methodology used to determine the amount of staff time needed to fulfill the terms of the service as described?
- Do the project activities seem feasible and likely to succeed?

2. Does the bidder describe how they will collaborate with other relevant project partners and systems?
3. Does the bidder describe procedures in-place to meet reporting deadlines?

Category III. Availability/Accessibility (10 points)

1. Does the bidder clearly describe the availability to work on this project including hours of operation, days of the week, etc.?
2. Does the bidder clearly describe their ability and willingness to provide additional hours at other times or days if necessary?
3. Does the bidder describe their ability to be flexible if assistance is needed quickly?

REQUEST FOR QUOTE POLICY

General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

2. Rejection of Bid Responses

DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Inquiries

Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date and time specified on the cover sheet.

5. Amendment to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using exclusively the format provided in the "Bidder Response to DHS". Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

13. Independent Price Determination

- a. By submission of a bid response, the bidder certifies:
 - 1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;
 - 3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;
 - 4) The price quoted is not higher than that given to the general public for the same service.
- b. Each person signing the bid response certifies that:
 - 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or
 - 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.
- c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

To register on MAIN:

- Click on <http://www.cpexpress.state.mi.us>
 - Follow directions.
2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued).
 3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:
 - The bid response should be paginated, except for attachments
 - Font size should be 12 or larger
 - Observe restrictions on number of pages, if any are noted. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

BIDDER RESPONSE SECTION

1. Bidder Name:

2. Bidder Mailing Address:

Bidder E-mail Address:

Bidder Fax Number:

3. Bidder Mail Code: (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.

private, non-profit

private, proprietary

public

university

5. Bidder's fiscal year begin date: (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

(Name)

(Telephone Number/Email)

7. Statement of Intent

The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

Signature of Organization
President or Director

(Date)

Typed Name of Organization
President or Director

(Date)

I. Bidder's Experience/Qualifications

A. Agency/Organization/Individual

1. Describe your experience providing these or similar services comparable to the services being bid for DHS or another purchaser. Please include the following:
 - Dates and duration of service provided.
 - Brief description of service(s) provided.
 - Documentation of successful outcomes as a result of services provided.
 - If similar service, describe degree of similarity and how this service qualifies your agency to provide this service to DHS.
2. Describe how you or your agency have successfully collaborated with other relevant organizations and systems working in the fields of domestic violence, fathering after violence, batterer intervention treatment, prisoner re-entry, healthy co-parenting.
3. Describe you or your agencies experience and in-depth knowledge of the issues of violence against women (domestic violence sexual assault, stalking, dating violence) and children, fathering after violence, responsible fatherhood, healthy co-parenting, prisoner re-entry, batterers intervention treatment, supervised visitation, training development and implementation, and program development and implementation.
4. Describe you or your agencies knowledge of the unique set of individuals and organizations that provide technical assistance and information on domestic violence, supervised visitation, responsible fatherhood and healthy co-parenting, fathering after violence, batterer intervention including organizations such as the Office on Violence Against Women, and the Family Violence Prevention Fund.
5. Describe you or your agencies knowledge of and experience in working with the key customers.
6. Describe you or your agencies ability to develop and implement surveys related to fathering after violence, prisoner re-entry, and domestic violence.
7. Describe you or your agencies ability to develop and evaluate training curriculum and training products and implement training activities.
8. Describe you or your agencies capacity acting in a consulting role in program and project development.

9. Describe you or your agencies ability to develop and perform formalized research, evidence based evaluations of related programs including fathering after violence, domestic violence, batterer intervention, and prisoner re-entry, and publish documents related to such research.
10. Additional Information and Comments: Include any other information that is believed to be pertinent but not specifically asked for elsewhere in this RFQ. Provide a sample of tangible products and documentation for each project component. Examples include the following: project plans, evaluation reports, and training materials.

B. Staff and/or project personnel

1. Provide job descriptions for all positions charged in the price quotation that indicate staff possess the educational credentials, knowledge, skills, abilities and other characteristics that qualify them to provide proposed services. Please include the following:
 - Length of experience needed.
 - Similarity of staff experience in the area of the proposed services.
2. Provide resumes for any current staff and/or contracted project personnel charged in the price quotation that indicate these specific staff possess the educational credentials, knowledge, skills abilities and other characteristics that qualify them to provide proposed services.
3. Use of Subcontractors: If any work will be subcontracted, describe the following: **(Answer all questions in this RFQ for any and all work that is being subcontracted)**
 - i. Work that will be subcontracted
 - ii. The process used to select the subcontracted;
 - iii. The contractor's experience and expertise; and
 - iv. The names of the firms/individuals(s) who will perform the subcontracted work.

II. Work Plan (Program Implementation)

A. Service Delivery

1. In narrative form, please describe how you would implement the program described by DHS. Include a detailed implementation plan for each of the 5 services described on pages 9-19 of this RFQ. For each of the 5 services, answer the following questions;
 - Work Plan
 - Provide a description of how each of the 5 specified service(s) would be provided. Include a description of the activities to be provided, the strategy to accomplish the activities described, and the timeline for activities. For evaluation components please provide examples of data elements or items to be measured.
 - Include evidence of your ability to meet time frames required in the RFQ.
 - Include a program flow chart if desired.
 - Program Implementation
 - Once the contract is awarded, describe how long it will be before your agency will be able to provide service (Please be specific, e.g. 30 days, 45 days, etc.)
 - Describe the methodology used to determine the amount of staff time needed to fulfill the terms of the service as described.
2. Describe how you or your agency will collaborate with other relevant project partners and systems:
3. Documentation and timeliness of Reports
 - Provide procedures in-place to meet reporting deadlines.

III. Availability/Accessibility

- A. Specify your or your agencies availability to work on this project including hours of operation, days of the week, etc..
- B. Indicate you or your agency's ability and willingness to provide additional hours at other times or days if necessary.
- C. Describe you or your agency's ability to be flexible if assistance is needed quickly.

IV. Budget Completion/Fiscal Resource Allocation

The budget for this project will consist of up to \$10,000 a year for travel related expenses. The remaining \$90,000 per year will be for consulting expenses. Please provide an hourly rate for the remaining amount. Complete the following Price Quotation.

PRICE QUOTATION

a. Unit Definition: One Hour
b. Price per unit of service: _____/unit
c. Total number of hours:
d. Total yearly amount: